



Internship Report On

Recruitment Process at Bangladesh Polytechnic Institute.

Submitted by:
Md.Rabiul Awal
ID-12264038
MBA
BRAC University

Submitted to:
Shamim Ehsanul Haque
Assistant Professor
BRAC Business School
BRAC University

Letter of Transmittal

Date: 26th December, 2015

To
Shamim Ehsanul Haque
Assistant Professor
BRAC Business School
BRAC University
66, Mohakhali, Dhaka

Subject: Submission of Internship Report “Recruitment process at Bangladesh Polytechnic Institute.”

Dear Sir,

I would like to thank you for supervising and helping me throughout my internship program in completing my MBA. This internship program has given me opportunity to experience one of the latest Polytechnic Institutes in Bangladesh and has expanded my present knowledge manifold.

This report is a study on “Recruitment process at Bangladesh Polytechnic Institute” with special focusing on organizational as well as managerial skill with which I was assigned during my internship. The report also contains in-depth review of the human resource practices in Bangladesh Polytechnic Institute.

Please feel free in contacting me if you have any queries. I would be glad to provide any clarification regarding the project.

Thank you.

Sincerely,

Md.Rabiul awal

Acknowledgement

The successful completion of this report might never been possible in time without the help some person whose inspiration and suggestion made it happen. First of all I want to thank my supervisor Md. Abdur Rashid for guiding me in Bangladesh Polytechnic Instituteduring my Internship. Without his help this report would not have been accomplished. Then I would like to thank my advisor, Shamim Ehsanul Haque sir for helping me completing my internship report on “Recruitment process at Bangladesh Polytechnic Institute.”

I would like to express my gratitude to all the faculty and staff members of BRAC University and specifically, BRAC Business School. I also thank my colleagues who helped me by providing informative instructions. I was closely attached with them during my internship tenure. Without them this project would have been very difficult. I also thank my parents, and some friends who kept on this long process with me, always offering support. And finally I also express my sincere gratitude to all those who participated to prepare the report.

Table of Contents

Executive summary	5
Chapter 1	6
Introduction	6
1.1 Introduction to Report	6
1.2 Background of the study.....	6
1.3 Origin of the report.....	7
1.4 Objective of the study.....	7
1.5 Methodologies	8
1.6 Data collection Method	8
Chapter 2	9
Literature review	10
2.1 HR planning and forecasting.....	10
2.2 Recruitment.....	10
2.3 Training.....	11
2.4 Benefit and compensation	12
2.5 Succession Planning	12
2.7 Work Environment	12
.....	
Chapter 3	13
The Organization.....	13
3.1 Institute Profile	13
.....	
3.2History	15
3.3 Organizational structure:.....	15
3.4courses	16
Chapter 4	22
4.1 Recruitment.....	23
4.2 My responsibilities as an intern in Bangladesh Polytechnic Institute	28
4.3 The recruitment policy in BPL.....	29
Chapter 5	30
Recommendations	31
Chapter 6	31
Conclusion.....	31
References.....	31

Executive summary

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation. It was formerly (and is still commonly) called *vocational education*; however, the term has fallen out of favor with most educators.

Career and technical programs frequently offer both academic and career-oriented courses, and many provide students with the opportunity to gain work experience through internships, job shadowing, on-the-job training, and industry-certification opportunities. Career and technical programs—depending on their size, configuration, location, and mission—provide a wide range of learning experiences spanning many different career tracks, fields, and industries, from skilled trades such as automotive technology, construction, plumbing, or electrical contracting to fields as diverse as agriculture, architecture, culinary arts, fashion design, filmmaking, forestry, engineering, healthcare, personal training, robotics, or veterinary medicine.

Career and technical education may be offered in middle schools and high schools or through community colleges and other postsecondary institutions and certification programs. At the secondary level, career and technical education is often provided by regional centers that serve students from multiple schools or districts. For example, the Boards of Cooperative Educational Services in New York administers a network of 37 regional career and technical education centers that serve students throughout the state. Many states have similar regional centers or statewide networks that operate as part of the public-school system.

In some cases, career and technical education is provided through a high school, where it may or may not be an integrated part of the school's regular academic program. Students may also attend separate career and technical institutions for part of the school day, or a regional center may be the primary school of enrollment, where students take both academic and career and technical courses career-oriented program in which academic coursework is aligned with specific career paths, such as culinary arts, nursing, or engineering. There are 1200 students, 62 teachers and 20 staffs In Bangladesh Polytechnic Institute and two diploma technologies are taught here, one is Diploma in Engineering and another is Diploma in textile Engineering both engineering are 4-years(8-semester).

1.1 Introduction to Report

I have done my major in human resource management from BRAC Business School. There I have completed 2 years of the theoretical part of the graduation. Now the rest of the practical part I have completed from Bangladesh Polytechnic Institute's HR department. This practical part will be evaluated by my honorable academic supervisor. For that reason I have prepared this report on the basis of my practical experience and submitted to my supervisor. The topic of the report is "an overview of overall Recruitment Process At Bangladesh Polytechnic Institute.

As a part of my internship program for my MBA I got the opportunity to do internship in a garments manufacturing company named Bangladesh Polytechnic Institute. My internship period started from 28th august 2015 and ended at 26th november 2015. In Bangladesh Polytechnic Institute I was assigned in the Human Resource department. My organizational supervisor was Md. Abdur Rashid (Administration officer). My project topics covered the aspects of the HR department and the various issues related to it in respect to the company. The topic was approved by my university supervisor Shamim Ehsanul Haque

My program started from 28th august 2015 and ended at 26th november 2015. My project was on the Recruitment Process At Bangladesh Polytechnic Institute.

1.2 Background of the study

Technical education is also sailing in the same boat. In today's date editing has become a new craze among the youth population of India. Film editing, video editing and sound editing are the next options students are trying to make their careers in rather than going for a traditional course of either engineering, doctor and lawyer. This field is completely diverse to all other fields as the work involved in it is as challenging as an engineer's job. Sound technical education can fetch good rewards in terms of money and status, along with a few years of experience in hand; any candidate can make a good career out of it. The modern world is technology crazy and is always fascinated by the new developments which occur in every hour, minute or second.

1.3 Origin of the report

The report is a requirement for internship of my MBA program. I have tried my level best to make it a good one and I have been serving this company as an intern of human resource development department for the last three months.

1.4 Objective of the study

General objective

The main objective of this report is to have an assessment about overall activities of Human Resource department. In broader perspective I have also tried to learn all the activities of a Polytechnic Institute.

Specific objective

1. Understand the HR operations and the recruitment process of Bangladesh Polytechnic Institute.
2. Understand how basic HR activities of Bangladesh Polytechnic Institute.
3. Recommendations on how to improve the HR effectiveness and recruitment process.
4. Understand the reason behind the high turnover rate

Scope of the report

5. The report entirely discusses the current predicament of Bangladesh Polytechnic Institute, and how they perform different HR practices at Bangladesh Polytechnic Institute. The report discusses the current HR policies of Bangladesh Polytechnic Institute, at its top, mid and entry management level employees.

1.5 Methodologies

To make this report meaningful and presentable, I used primary and secondary research base. Most of the data came from my critical observation. Primary data came from my experience, observation, unstructured interview. On the other hand secondary data has been collected through internet, different journals, and regular reporting.

Research Objective

To find out the main mismanagement regarding HR activities carried out in the Institute and its consequences and why the rate of turnover is increasing.

Limitations

- Sample size is very small compared to the entire population
- The research is confined to just one Institute.
- Lack of technical expertise
- Lack of manpower and other resource constraint
- Inadequate access to information (sensitivity of company information) which disrupts the scope of analysis
- Due to the limitations many aspects could not be discussed in the report

1.6 Data collection Method

Data was collected through previous documents, archival records and dependent on my observation. Main source of data is open ended interview and observation. To find out the system loop hole and inefficiency I had to stay long hours with the factory and its employees.

Primary Data:

I have collected primary data from the employees, different administrative officer. The research itself is mainly of Qualitative research. In the qualitative part it is actually an unstructured, exploratory research methodology based on small samples indented to provide insight and understanding of the selection and recruitment department's activity. But as I have chosen to take up qualitative research I have mainly used my observation and used standard sample size from the population of the whole recruitment and selection department.

Secondary data:

I gathered information from the journals and Bangladesh technical education board. They don't have that much information given in the internet.

Literature review

A **literature review** is a body of text that aims to review the critical points of current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic. In this report as I am dealing with the RECRUITMENT PROCESS and HR practices AT Bangladesh Polytechnic Institute.

. I have discussed the topics given below:

2.1 HR planning and forecasting

In simple words, HR or human Resource management is managing all the people of the Polytechnic Institute in such a way that a bridge could be maintained between top level-mid level and lower levels of an organization.

According to Mr. Jack Welch, "Every person who leaves goes on to represent your company. They can either bad-mouth or praise."

Institute needs teachers and staffs to accomplish its mission and vision or institutions' goal. To make this happen HR professionals use different techniques that starts with the very first procedure 'Man Power Planning and Forecasting'. To get a job done and to get the job perfectly done are 2 different things. All the institutions always search for the 2nd one because only perfectly done assignments can provide the optimal outcome.

That's why HR professionals search for the right person for the vacant position of a Polytechnic Institute. However, manpower planning and forecasting helps us to find what positions the firm will have to fill, and how to fill them. Manpower planning covers all future positions from maintenance clerk to managing director. In case of staffing HR officials also need to be very concern about overstaffed or understaffed issue. Every action leads to a reaction, so HR officials

also need to be concerned about the existing employee satisfaction while recruiting. It's better to include the internal potentials in forecasting so that they can also arrange an internal recruitment if needed.

The most common Manpower planning approaches involve the use of simple techniques like ratio analysis or trend analysis.

An Institute should always be ready for any unexpected threats. Human Resource Inventory provides the idea about the institution's present capability for a proper response of any unexpected threats.

2.2 Recruitment

Over the past decade, researchers have stressed the fact that the recruiters should be more observant towards the first phase of the recruitment process as it can prove to be very crucial in terms of selecting the right people to do the job (Barber, 1998; Rynes, 1991). Barber (1998) argued that the initial phase of recruitment may be the most critical stage since individuals that do not apply are rarely exposed to the later, more interpersonally intensive, phases. Further, Boudreau and Rynes (1985) argued that if a firm can handle the pre-interview information then it can increase applicant awareness and interest in learning more about organizational offerings and can turn out to be a positive point to the economic utility of recruiting efforts. There is some evidence that recruitment practices affect applicants' perceptions of the organization and intentions to apply. For example, (Powell, 1984; Taylor & Bergmann, 1987) said that organizational attributes, such as training, compensation and advancement opportunities can be very helpful if the applicant's perceptions about these concepts are positive. Further, research demonstrates that recruitment practices affect applicants' general feelings of attraction towards, or beliefs about, fit with an organization (Kristof, 1996; Taylor & Bergman, 1987). Other research, however, has found either no or mixed effects regarding the role of ad specificity in the recruitment process (Belt & Paolillo, 1982; Mason & Belt, 1986). Given these mixed findings and the lack of a theoretical foundation in these studies, our understanding of recruitment processes may be enhanced to the extent that we can explain how and when detailed advertising will affect applicant intentions to apply to organizations. Theories from marketing research may be particularly effective for explaining the effects.

2.3 Training

According to Clinton O. Longenecker ,“Training leads to better performance; ineffective training creates problems; training must be a managerial priority; managers must create a system for training that is tied to actions that ensure effective outcomes and educating workers to see the big picture is paramount” (Longenecker and Fink, 2005). He mentioned that in all the organizations, the people in charge of the employees is very keen to make training available to their people and make it an absolute necessity. By doing so, the company can achieve great results and thus gain competitive advantage over the rival firms.

There is no doubt that managers at all levels of institutions around the world are under increasing pressure to produce better results sooner rather than later. In this rush to increase performance, many business leaders and their institutions frequently overlook the competitive advantage to be gained by properly training and educating their workforces that they need to compete in a global economy .And because of downsizing the importance of effective training is increasing every day. As the recession has damaged almost all the country’s economy in the world the institutions are looking to have fewer but efficient employees. The explosion of technology in the workplace, empowerment, work teams, tight labor markets and often times, the lack of high quality graduates are ready to fill entry-level positions. Thus proving the fact that training can come to use in a very crucial manner. Yet the high level managers have to go through a lot of hurdles to keep the training programs active.

Conceptually, it is assumed that training by developing employee skills and knowledge enhances educational performance.

2.4 Benefit and compensation

This particular aspect of a job probably holds more appeal than anything else, and has the greatest impact on whether employees stay or leave. All over the world, majority of the employees work for the purpose of supporting themselves and their family financially. Therefore, this is undoubtedly the most important factor affecting job satisfaction.

Benefits are always a great way to motivate the employees. In terms of HR it actually means to pay the job holders for doing their job. Compensation also covers the aspects of intangible

benefits such as holiday benefits, payment appraisals, bonuses etc.

2.5 Succession Planning

- ☐ Identify key positions considering size of business, growth potential, institutional complexity etc.
- ☐ Create success profile for selected positions.
- ☐ Review succession planning process in terms of readiness, individual competences versus success profile, prioritization and analyze the gaps.
- ☐ Identify and formulate action plan to close the gap.

2.6 Work Environment

In this era of globalization where there can be mixed culture in a Institute the work environment is quite important. The employee relationships can affect the Institute's performance.

As most employees spend a significant part of their day working, the environment of their workplace is also a very important factor affecting their job satisfaction. Job environment includes physical aspects of the workplace like working conditions, availability of resources as well as coworker's behavior, politics etc.

Some changes of patterns have been witnessed during the research in this direction due to the major upheavals during the crucial steps of downsizing. Dougherty & Bowman (1995) said that during such periods institutions appear to experience lack of communication in many levels (even though communication appears to be particularly important at these times. Similarly, downsizing institutions appear to suffer a deterioration of trust (Buch & Aldrige, 1991) and an increase in uncertainty.

Work environment is always a major in terms of labor intensive industries as there are lots of workers working together in a single unit. If the working environment is not properly handled then it can lead to chaos and cause a lot of problems for institutions.

3.1 Institute Profile:



Bangladesh Polytechnic Institute Institute Address

Hatemkha, Tomijuddin road, Kolabagan, Rajshahi-6000.



3.2 HISTORY

Our favorite Bangladesh struggling against hunger and poverty and after finishing study, the curse of unemployment is to carry on in our country. To remove this curse BPI is established in 2002. The importance of work-based education is unlimited. So BPI is established to make human resource skilled in Diploma Engineering and is associated with government. Skilled and meritorious teachers are available here. Practical teaching system is our techniques. We would like to give our students that education which will help them to make these dreams true. Here Computer, Civil, Electronics, Electrical, Automobile, Mechanical, Surveying, Architecture, Textile and Garments Design and Pattern making are available. Our main dream or target is in future our Institute will go as an innovative Institute.

Our Mission

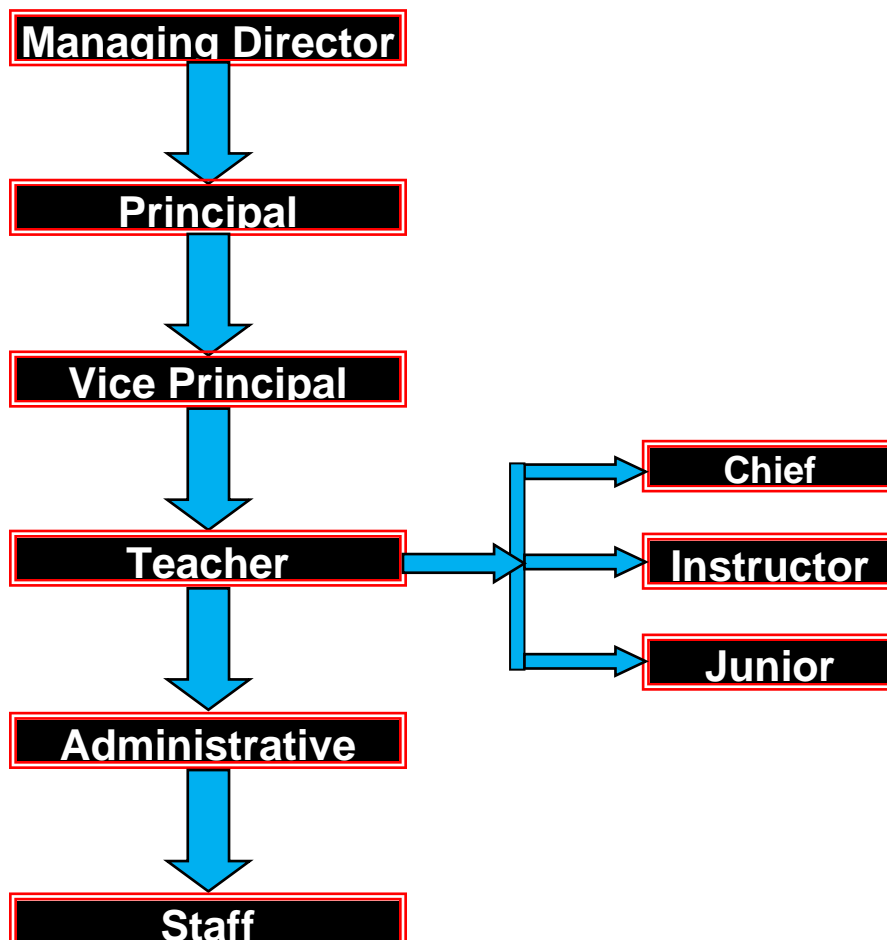
As a theoretical and practical work students performing proficient engineers building Entrepreneur or employer mutually inter-relationships to maintain efficient Service or employment of the students who passed niscata The expected demand and professional desire to work towards Students develop the nation yogyakare The project development objective is to strengthen selected public and private training institutions to

improve training quality, and employability of trainees, including those from disadvantaged socio-economic backgrounds.

The specific objectives of the project are to:

1. To enhance quality and relevance of technical and vocational education and training as a part of meeting the strategic options of the poverty reduction agenda of the government;
2. To strengthen the overall Technical and Vocational Education and Training (TVET) system through (a) direct start-up and operational support to Industry Skills Councils (ISC) and the National Skills Development Council and (b) support to SSC (Vocational) Schools,
3. To strengthen the capacity of key institutions (DTE, BTEB and BMET) which play important role in the management and quality assurance of TVET sector; and
4. To establish a project management and implementation structure, implement communication strategy and undertake monitoring and evaluation.

3.3 ORGANIZATIONAL STRUCTURE



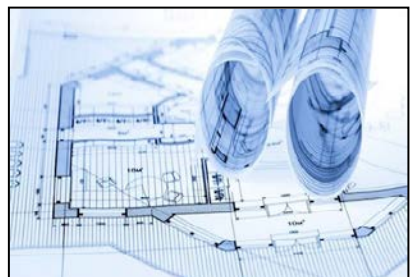
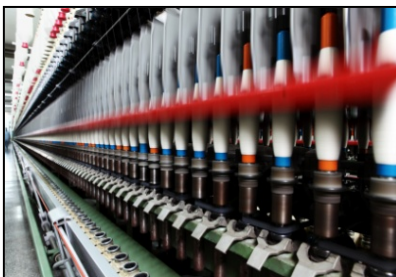
There is a managing director, a principal and a vice principal in the Institute. Besides, there are 62 teachers and 20 staffs in the Institute.

3.4 COURSES

Diploma in Engineering

4 years (8 Semester)

1. Computer
2. Electronics
3. Civil
4. Electrical
5. Mechanical
6. Auto Mobile
7. Serving
8. Architecture



Diploma in Textile Engineering **4 years (8 Semester)**

1. Textile
2. Garments Design & Pattern Making.

Semester fee

Civil , Electrical, Mechanical, serving = 14,000 BDT (per semester).

Computer, Electronics, Auto Mobile, Architecture = 12,000 BDT (per semester).

Textile, Garments Design & Pattern Making = 17,000 BDT (per semester).

(Including Registration fees, Exam fees, Center fees, form fill up fees)

REQUIREMENT FOR ADMISSION

Requirements (In the admission):

1. Main transcript(S.S.C)
2. Testimonial (Main Copy)
3. 6 pics Passport size Colour photographs
4. National ID Card (2 Guardian)
5. Students come with their guardians in the time of admission

The Grading system

Achieved Number	Letter Grade	Grade Point
80% and above	A+	4.00
From 75% to below 80%	A	3.75
From 70% to below 75%	A-	3.50
From 65% to below 70%	B	3.25
From 60% to below 65%	B+	3.00
From 55% to below 60%	B-	2.75
From 50% to below 55%	C+	2.50
From 45% to below 50%	C	2.25
From 40% to below 45%	D	2.00
Below 40%	F	0.00

CALCULATION OF GPA

SI #	NAME OF THE SUBJECT	T	P	C	LETTER GRADE	GRADE POINT(GP)	C×GP
1	TEXTILE RAW MATERIALS	2	0	2	A+	4.00	8.00
2	GEGERAL TEXTILE PROCESSES-1	3	3	4	A+	4.00	16.00
3	ENGINEERING DRAWING	0	6	2	A+	4.00	8.00
4	MATHEMATICS-1	3	3	4	A+	4.00	16.00
5	CHEMISTRY	3	3	4	A+	4.00	16.00
6	BANGLA-1	2	3	3	B	3.00	9.00
7	BASIC WORKSHOP PRACTIC	0	6	2	B	3.00	6.00
8	PHYSICAL EDUCATION	0	1	1	A+	4.00	4.00
	total	13	25	22			83.00

$$\frac{\sum C \times 22 \sum (C \times GP)}{\sum C} = 83.00$$

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

IMPORTANCE OF GPA(SEMESTER WISE):

FIRST SEMESTER: 5%

SECOND SEMESTER: 5%

THIRD SEMESTER: 5%

FORTH SEMESTER: 15%

FIFTH SEMESTER: 15%

SIXTH SEMESTER: 20%

SEVENTH SEMESTER: 25%

EIGHTH SEMESTER

(INDUSTRIAL TRAINING): 10%

CGPA(cumulative grade poine average):

semest er	semester wise GPA	importance	parts(x)acording to importance
1 st	3.50	5%	0.175
2 nd	3.60	5%	0.180
3 rd	4.00	5%	0.200
4 th	3.82	15%	0.573
5 th	3.90	15%	0.585
6 th	4.00	20%	0.800
7 th	3.82	25%	0.955
8 th	3.70	10%	0.370
			$\sum x = 3.838$ CGPA=3.84

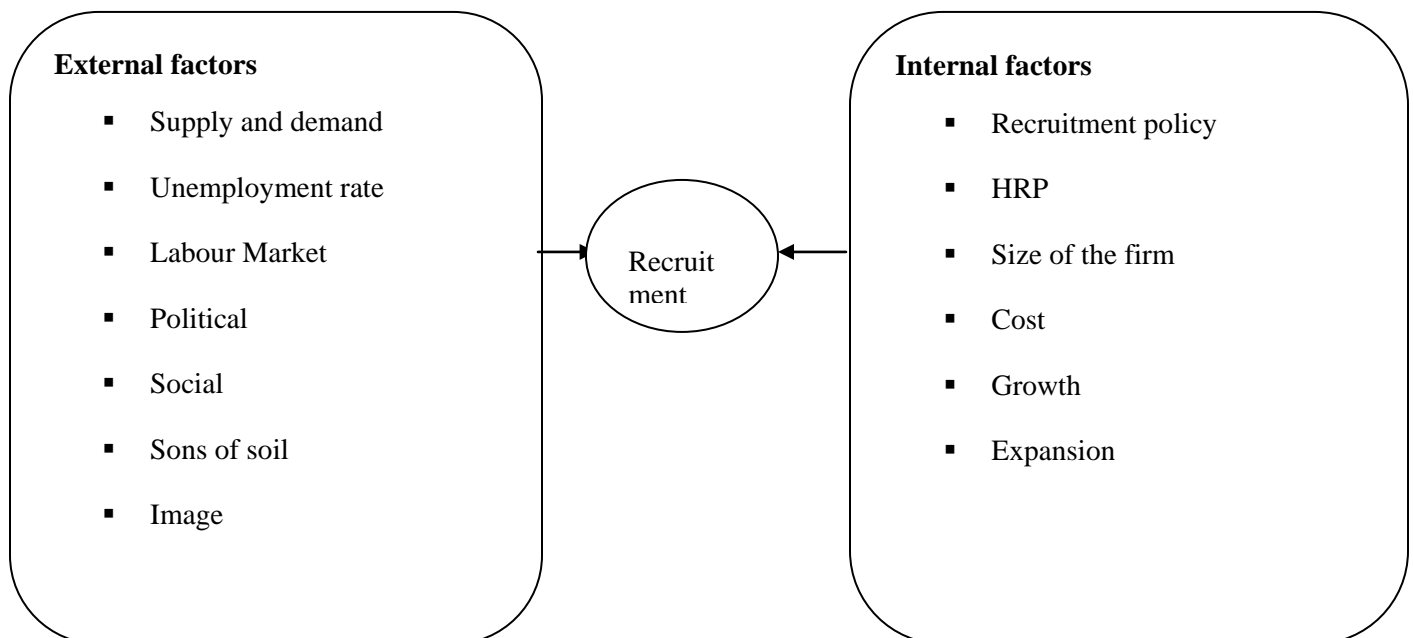
4.1 RECRUITMENT

It is the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is pool of applicants from which new employees are selected.

Initiating the Recruitment Process

- Prior to initiating a recruitment procedure, the following matters should be considered:
 - Clarification of the scope and skill sets required to successfully perform the duties of the position
 - Review of the Job Fact Sheet or Position Description to ensure that the skills and abilities required coincide with the current expectations of the position. If they do not, then a position evaluation should be undertaken.
 - Review of the compensation available to the position (i.e. salary and benefit plans, etc.)
 - Analysis of the impact that the hiring will have on the budget

Factors governing recruitment



SOURCES OF RECRUITMENT

Internal

Current Employee
References from present employee
Databank of former applicants
Retired Employee
Former employee
Own Web

External

Advertising
Employment agencies
Temporary help
Executive recruiters
Referrals and walk-ins
College recruiting
Free and fee-paying

Website services

Internal vs. External Recruitment: Advantages & Disadvantages

Advantage

1. It is less costly
2. Candidates are already oriented toward organization
3. Organization have better knowledge about the internal candidates
4. Enhancement of employee morale and motivation
5. Good performance is rewarded

Disadvantage

1. It perpetuates the old concept of doing things
2. It abets raiding (make a person provide something)
3. Candidate's current work may be affected
4. Politics play greater role
5. Morale problem for those not promoted

External Recruitment

Advantages

1. Benefits of new skill, new talent and experiences to organization
2. Compliance with reservation policy becomes easy
3. Scope of resentment, jealousies and heartburn are avoided

Disadvantage:

1. Better morale and motivation associated with internal recruiting is denied to the organization
2. It is costly
3. Chances of creeping in false positive or false negative error

Selection

- *Selection is the process of differentiating between applicants in order to identify those with a greater likelihood of success in a job.*
- The selection of a candidate with the right combination of education, work experience, attitude, and creativity will not only increase the quality and stability of the workforce, it will also play a large role in bringing management strategies and planning to fruition.

Factors affecting selection

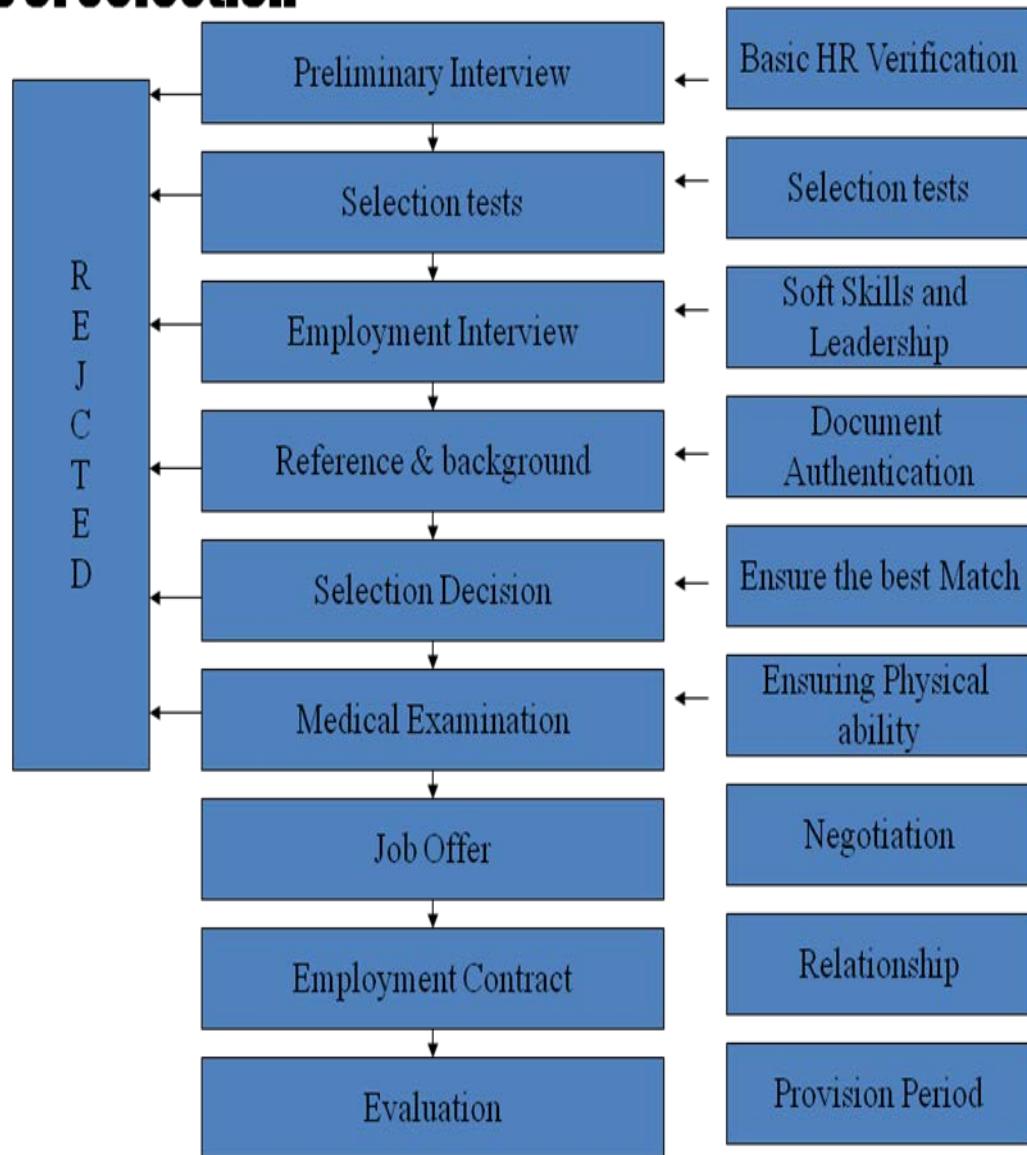
External environment

- *Supply and demand of specific skill*
- *Unemployment rate*
- *Legal and political considerations*
- *Company's Image*

Internal environment

- *Company's policy*
- *HRP*
- *Cost of hiring*

Process of selection



Preliminary Interview- Basic Testing Concepts

- **Ability tests:** Helps to determine how well one can perform his task
 - **Aptitude tests:** Helps to determine a person's potential to learn in a given area
 - **Personality tests:** To measure a prospective employee's motivation to function in a particular working environment
- **Interest tests:** To measure an individual's activity preferences. (For career change or when there is multiple career option available)

Selection Tests

Every employee has their own way of conducting selection test

Tests	Description
Thomas Profiling	Identifying behavioral requirement for the job
MBTI	Understanding personality type
PAPI	Behavior in work place
16 PF	Measuring personality factors
ASUFA	Locus of control

Interviews

- Formal, in depth conversation conducted to evaluate the applicant's acceptability.
- Adapted to Leadership, soft skills, unskilled, skilled, managerial and professional employees.
- Two-way exchange of information, the interviewers learn about the applicant, and the applicant learns about the organization

Shortcomings of interviews

- Absence of reliability
- Lack of validity
-

Preparing for the Interview

- Abundant research exists that reliability and validity of the selection interview are higher when an interview is structured, planned and standardized in form. This approach fosters a comprehensive investigation of the applicant's background, precludes personal and non-job-related questions, and increases impartiality in qualification assessment. Therefore, an interview plan is **strongly recommended**.
- Prior to developing the interview plan, it is critical to be clear about the job requirements and stick to them throughout the hiring process. This ensures that you "don't fall in love with each candidate and redefine the job to fit".

Types of Interview

1. One to one Interview: Only two participants –Interviewer and Candidate
2. Sequential Interview: Involves series of interviews, Candidates moves from room to room
3. Panel Interview: Two or more interviewers. Formal session.

Reference Check and Back ground

- Educational Documents verification
- Previous employment verification
- Law enforcing organization verification

Selection the best fit

- Role profile matching with Talent's competency
- Budget Matching
-

Medical Examination

To ensure Talent is physically fit for the role offer

Job Offer

Offering the job to the talent by giving

- Employment condition
- Salary and benefit offer, other facilities
- Expected time to join
- Job confirmation rules and duration

Employment Contract

After negotiation of offer, employers do the employment contract with talent to make long term relationship

Evaluation / Confirmation

Employer does the evaluation for specific period as per employment contract to confirm the candidate

4.2. My responsibilities as an intern in Bangladesh Polytechnic Institute

4.2.1 Orientation and training

First week I was introduced to Bangladesh Polytechnic Institute. I had to visit different departments to figure out how the Institute works and how all the department works. As an intern of HR I had gone through HR activity in detail. At the same time how to inter-relate all the data's from several departments and report it to the HR head.

4.2.2 Assisting the recruitment process

As an intern I received a lot of support from my superiors and as a result, I had the opportunity to be involved in most of the departments of the Institute. I was actually involved in the recruitment process. I would sit beside the HR personnel and assist him and observe how the whole thing is being operated.

I also screened the CVs (curriculum vitae) of the candidates; short listed them and called them for interview. In case of labors their CVs are not the usual formal CV but rather their national ID card or their educational background mainly covers it. Arrange interview dates, time and venue and panel for interview and coordinate accordingly.

But rather than the hiring there is sometimes the issue of firing employees. When the orders are not that much, to cut the cost the top management has to take the decision of how many employees to fire. It can prove to be a very hectic experience as well. As they are poor it is tough for anyone to look them in the eye and fire. Many incidents takes place where the employee goes politely but sometimes things doesn't go so smoothly, they tend to argue and reason and it can be very awkward.

After shortening the application, interviews are conducted as per requirement of the post, which include written, viva, and practical test on individual's skill, health test by house nurse all the selected candidates are issued appointment letter where all the terms and condition of the service is written clearly. As per the mentioned date on appointment letter candidate are suppose to come withal required papers (if not deposited before).any instructor of any departments requires minimum bachelor degree (4-years) and any junior instructor of any departments requires 4-

years diploma degree.

4.2.4 Maintaining the employee attendance

Employee attendance is very important for any Institute especially, teacher should attend in the class regularly so that they can teach the students easily and properly. Class attendance is very essential for any student. A punctual teacher can teach a regular student very easily. A reputed institute maintains the employee attendance very strictly.

4.3 The recruitment policy in BPI is as follows:

Recruitment and selection policy:

The employee's best person for every position amongst those made available for selection, according to the company's authorized employment procedure. No discrimination is made in selection due to sex, religion, cast, creed or regional consideration. This policy is applicable in promotion, separation, recruitment, transfer, and training or any other field.

1. The circulation of vacancies is usually done through advertising in newspaper, bdjobs, etc.
2. The candidate has to provide following documents with application.
3. Detailed bio data of the employee.
 - A. Job application
 - B. PP size photograph
 - C. Education certificate and/or
 - D. Age certificate/chairman/doctor certificate

5. Recommendations

Although the HR activities of BPI is doing a decent job at the present, but there is scope to enhance development both internally and externally. To streamline and strengthen the overall activities of the factory the following areas have been identified:

Recruiting more HR personnel

Currently the Institute has 5 HR employees in total. As in this company there is a huge need of HR then there should be more HR personnel hired in order to make the HR team more stronger and so that the employees can be handled for smoothly and all the operations in the company functions properly.

Providing more facilities to increase job satisfaction

More facilities should be given in order to increase the job satisfaction in the Institute. It is a fact that if the employees are happy then they will feel more motivated towards work and thus increase the reputations in the long run. Many facilities can be provided to the employees such as health benefits, occasional arrangements during festivals, air conditioning, health care and more importantly day care centers for the female employees who have children. The Reporting Officers must be more cooperative, cordial and friendly to HR department.

6. Conclusion

Bangladesh polytechnic is the one of the largest Polytechnic Institute in Bangladesh. Every year 300 students achieve diploma engineering degree from this Institute. The human resource department of this Institute is very strong. The recruitment process of this Institute is very fair they always try to recruit qualified faculty member. Now I am an employee of this Institute. I am an instructor of the textile engineering department. This is an optimistic hint of future expansion of Human Resource department of Bangladesh Polytechnic Institute. So, finally I will say that this internship at Bangladesh Polytechnic Institute under the Human Resource Department has enlarged my theoretical knowledge of Masters of Business Administration in to some practical knowledge and made my education more complete and practical.

References

- Website
- www.bteb.gov.bd
- www.bpi.ac.bd
- Text Book & Lecture Sheet